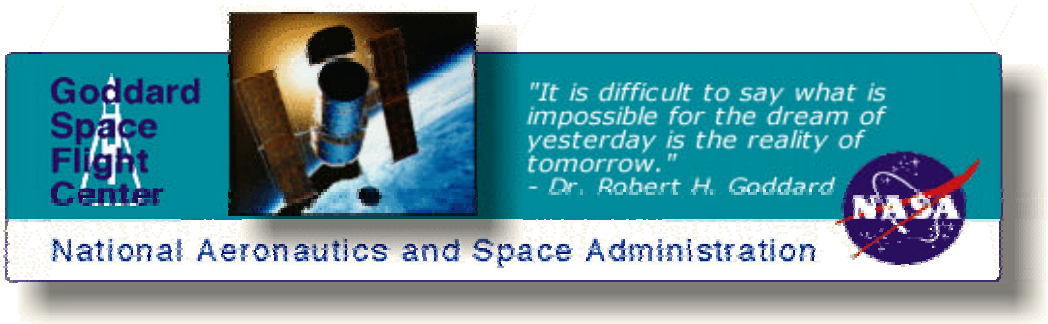

NASA, Goddard Space Flight Center
RECRUITER'S BRIEFING

EVENT:_____

DATE(S)_____

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CHECKLIST

Event:_____

Date(s):_____

Location:_____

Job Fair:____ On Site Interviews:____ Other: ____

Recruiters:_____

Prior To Event (Do You Have?):

_____Travel arrangements made with CI Travel

email: gsfc@citravel.com or nasa@citravel.com ;

phone: **800-287-9027**

_____Itinerary forwarded to OHR (Shari Mitchem, Bldg 1, Rm 160; ext. 6-3219; fax 6-5588) to ensure travel orders are processed

_____Travel Orders picked up in Bldg 1

_____Knowledge of POC @ event location

_____Directions to event location

_____Campus map

_____Parking permits (if provided)

_____Other logistical information

_____

_____

_____Knowledge of materials (shipped?)

_____Other materials

_____Resumes (FOR INTERVIEWS ONLY)

_____Job/Vacancy Information

_____Pay Scales

_____Skill Listing

_____Recruiter Training Booklet

_____Business Cards

_____Knowledge of attire? (Business dress to business casual)

At Event (Can You Communicate?):

_____GSFC skill needs

_____Basic responsibilities of AST positions

_____Basic education requirements

_____Basic experience requirements

_____Job vacancy information

_____Cooperative Education requirements

_____ Summer employment opportunities

_____Organizational structure

_____Work conditions & environment

_____Salary range & benefits

_____Promotion & training opportunities

_____Necessary feedback to placement office and/or event representatives

_____Note degree, major, graduation date and other comments on back of resume (JOB FAIR)

_____Complete Interview Form for each student (FOR INTERVIEWS ONLY)

After Event:

_____Coordinate resumes

_____Ensure all records are documented

_____Complete Resume Referral Form

_____Forward resumes and referral form to Directorate focal point

_____Return copy of resumes and referral form to OHR Recruitment Office ASAP

_____Send follow-up correspondence to “Top Picks”

_____Forward copy of any applicable resumes directly to potential interested party

_____Submit Travel Voucher to OHR (Shari Mitchem; Bldg 1, Rm 160; ext. 6-3219)

VACANCY ANNOUNCEMENT INFORMATION

1. http://gsfcrecruit.gsfc.nasa.gov

2. http://resume.nasa.gov

An interested hiring manager may contact student directly to encourage candidate to apply directly to a specific vacancy announcement

AETD FRESHOUT HIRING NEEDS

Mechanical Systems Center (Code 540)

- Electrical Engineer; Electromechanical Branch (544)
- Mechanical Engineer; Thermal Engineering Branch (545) (interested in thermal engineering)
- Mechanical Engineer, Mechanical Systems Analysis Branch (542) (interested in structural analysis, dynamics, finite element modeling)
- Materials Engineer; Materials Engineering Branch (541)
- Mechanical Engineer (546.W) (interested in Balllooncraft thermal engineering at WFF)

Instrument Technology Center (Code 550)

- Optical Systems Design/Fabrication Methods/Materials and Thin Films R&D/Component and Systems Alignment and Test Engineer
- Cryogenics Systems Engineer
- Micro Electro Mechanical (MEMS) Process Engineer
- Detector Systems Engineer
- Analog Electronics (Front End) Engineer
- Semi Conductor Process Engineer
- Laser & Electro Optics Engineer
- Microwave Instrument Design/Research/Systems Engineer
- Electrical Technicians
- Physics majors of any kind

Electrical Systems Center (Code 560)

- Code 561, Electrical Engineers or Computer Engineers (Flight Data Systems Hardware and Radiation Effects)
- Code 562, Electrical Engineers or Aerospace Engineers (Electronic Parts and Reliability)
- Code 563, Electrical Engineers (Flight Instrument Power Processing Electronics)
- Code 564, Electrical Engineers (Flight Instrument Signal Processing Electronics)
- Code 565, Electrical Engineers (Flight Instrument and Spacecraft Electrical Systems)
- Code 565.W, Electrical Engineers or Computer Engineers (Balllooncraft Electronics)
- Code 566, Electrical Engineers or Computer Engineers (Electrical Ground Systems Equipment and Computing Technology)
- Code 567, Electrical Engineers (Spacecraft Communications)
- Code 567.W, Electrical Engineers (Balllooncraft Communications)
- Code 568, Electrical Engineers (Flight Instrument/Spacecraft Integration and Testing)

Guidance, Navigation, and Control Center (Code 570)

- Aerospace or Electrical Engineers (GN&C Systems Engineering at WFF and Flight Dynamics Analysis
- Electrical/Mechanical/Computer Science/Aerospace Engineers (Components and Hardware Systems Development)
- Mechanical/Aerospace Engineers (Propulsion Engineering)

Information Systems Center (Code 580)

- Computer Engineer/Aerospace Engineers
- Information Systems Engineers
- Mathematics or Physics majors with computer science experience (or as a minor)
- Computer Science majors
- Flight Software developers & flight data systems engineers
- Software Engineers
- Planning and Scheduling systems development

SKILL REQUIREMENTS AS OF September, 2002

Applied Engineering & Technology

- **Mechanical Systems Division (MSD)**

  - Materials Systems Development @ Greenbelt: BS/MS/PhD Materials Science/Engineering to provide support for materials selection, testing and development for space flight applications and related technologies

  - Mechanical Systems Flight Spacecraft hardware Analytical Studies @ Greenbelt: Mechanical/Aerospace Engineering to perform complex analytical studies (utilizing state-of-the-art analytical tools and techniques) and space flight hardware development and testing

  - Mechanical Systems Flight Instrument and Spacecraft Hardware Development @ Greenbelt: Mechanical/Aerospace Engineering to provide end-to-end mission design, development (engineering design and fabrication) and testing of state-of-the-art flight instrumentation hardware

  - Mechanical and Thermal Systems Flight Balllooncraft Hardware Development @ Wallops: Mechanical/Thermal Engineering to provide end-to-end mission design, development and testing of state-of-the-art flight instrumentation hardware

  - Electronic Instrumentation and Control Systems Development @ Greenbelt: Aerospace/Electrical Engineering to provide modeling, analysis, design, integration and test of control systems for electromechanical devices used in spacecraft and space flight hardware.

  - Mechanisms and Structures Systems Development @ Greenbelt: Mechanical/Aerospace Engineering to provide opto-mechanical design support for the development of mechanisms for scientific instruments for space flight

  - Thermal Systems Development @ Greenbelt: Mechanical/Aerospace Engineering to provide end-to-end mission thermal systems development from mission concept definition through launch and early flight operations, including analysis and hardware design, definition and development

  - Contamination Studies @ Greenbelt: Materials/Chemical Engineering to provide contamination analysis and control support for spaceflight hardware.

- **Instrument Systems & Technology Division (ISTD)**

- Microwave Engineering @ Greenbelt: Electrical Engineer or Physics to perform technology development, hardware development and systems architecture definition for both passive and active systems

- Technician @ Greenbelt: Electronics or electrical for the design, fabrication, and integration of microwave instrument systems

- Micro-electrical Mechanical Systems (MEMS) Technology @ Greenbelt: Chemical/ Materials Engineering or Physics to develop instrumentation detector hardware and silicon device technologies, packaging, and processing

- Laser Component and Systems Development @ Greenbelt: Electro-Optics or Physics to develop laser and electro-optical hardware

- Cryogenic Systems Development @ Greenbelt: Mechanical/Thermal/Aerospace Engineering or Physics to perform cryogenic component and system development

- Optical Systems Development @ Greenbelt: Optical Engineering/Physics or related engineering/science to perform optical systems design and analysis, optical fabrication methods, optical component and subsystem development, optical system alignment and test, optical materials, and thin films research and development

· **Electrical Engineering Division (EED)**

Computing Technology and Electrical

- Ground Systems Equipment Development @ Greenbelt: Electrical Engineer to provide component and systems design support for next generation flight hardware ground test constellations (VHDL and other programming skills a plus)

- Parts Engineering and Advanced Electronic Components Development @ Greenbelt: Electrical Engineer to perform electrical parts evaluation and environmental testing, and new electronic packaging technology development

- Radiation Analysis and Simulations @ Greenbelt: Computer/Aerospace Engineer, Physics or Math to define and perform radiation analysis, simulation and testing of emerging flight hardware technologies; analyze flight data from instruments

- Digital Electronics Design and Development @ Greenbelt: Electrical Engineer to design, develop and test state-of-the-art digital electronics for flight instrument hardware (programmable device design experience a plus)

- Analog Electronics Design and Development @ Greenbelt: Electrical Engineer to design, develop and test high precision electronics for flight instrument hardware

- Flight Spacecraft and Instrument Data Systems Hardware Development @ Greenbelt: Electronics/Computer Engineers to design, develop and test spaceflight digital electronics for command and data handling systems (VHDL/Verilog experience a plus)

- Power System Electronics Design and Development @ Greenbelt: Electrical Engineers to develop low and high voltage power electronics for spaceflight hardware applications and to develop next generation power system electronics for small, semi-autonomous spacecraft (analog and digital design strengths/experience a plus)

- Microwave/Communications Technology Development: Electrical Engineer (Greenbelt) to develop cutting-edge microwave technologies for both flight communications and instrument remote sensing applications

- Electrical Systems Design and Development: Electrical Engineers (Greenbelt) to lead spacecraft and flight instrument electrical systems design development and test for next generation flight hardware applications

- Flight Systems Integration and Test (I&T) @ Greenbelt: Electrical/Computer/Aerospace Engineering to provide hands-on design, development and field campaign support for Instrumentation Hardware during I&T activities, including developing test procedures using a variety of s/w programming languages.

- Suborbital and Special Orbital Projects Design and Development: Electrical Engineers (Wallops) to design, develop, integrate, and test flight and ground instruments as applied to Wallops ELVs, sounding rockets, aircraft, balloons, special orbital payloads, and ocean-borne payloads, by providing electrical, command and data handling, power generation and distribution, antenna, communication, and RF tracking, data acquisition, and command systems.

- **Guidance Navigation & Control Division (GNCD)**

- GN&C Systems Engineering @ WFF: Aerospace, Mechanical or Electrical Engineer(s) to perform dynamics and control analysis and GN&C hardware system design and test

- Flight Dynamics Analysis @ Greenbelt: Aerospace, Mechanical, Electrical Engineer or Physicist with dynamics/controls background and space vehicle design analysis background

- Components and Hardware Systems Development @ Greenbelt: Aerospace, Mechanical or Electrical Engineer (GPS knowledge a plus) to design/develop GN&C electrical and/or mechanical hardware

- Propulsion Engineering @ Greenbelt: MS Mechanical or Aerospace Engineer & strong skill/interest in electromechanical design and test with extensive background in fluid dynamics, thermodynamics, thermal, flight dynamics, controls and systems engineering

- Propulsion Engineering @ Greenbelt: Mechanical or Aerospace Engineer to perform design analysis of flight hardware systems (strong experimental/analytical skills a plus)

· **Information Systems Division (ISD)**

- Flight Software Design and Development @ Greenbelt and WFF: Computer Science/Engineering to develop flight spacecraft and balloon craft (sciencecraft) embedded software and implement strategies to increase on-board processing capabilities

- Information Systems Architectures Development @ Greenbelt: Computer Science/Engineering to develop advanced systems incorporating object-oriented design and distributed systems for architectures, modeling and simulations, and knowledge management

- Intelligent Systems Development @ Greenbelt: Computer Science/Engineering or Math to pursue applied research and development of advanced systems incorporating new technologies (including agents, neural networks and expert systems) for infusion in future flight missions

- Software Engineering Development @ Greenbelt: Computer Science/Engineering or Math to pursue applied research in advanced software development methodologies, software quality, advanced tools, and performance for use in development of flight data systems, science data processing and distribution systems or future mission architectures.

- Medium to Large Scale Science Information, Analysis and Knowledge Systems Development @ Greenbelt: Computer Science/Computer Engineering/Math/Physics/Astronomy to develop advanced data processing systems for Earth and Space science data capture, archive, and distribution involving massive image and time series data types.

- Applied Algorithms, Data Visualization Mass Storage Development @ Greenbelt: Computer Science/Computer

Engineering/Math/Physics/Astronomy or Numerical Methods to pursue the development of scientific algorithms, data visualization techniques, mass storage approaches, data mining, and support of the high performance computing environment at Greenbelt

- Planning and Scheduling Development @ Greenbelt: Computer Science/Engineering or Math to pursue applied research in advanced planning and scheduling algorithms and technologies (including autonomous systems).

- Human-Computer Interface Systems Development @ Greenbelt: Computer Science/Engineering to pursue applied research in the development of advanced user interface, virtual reality, immersive environments, data visualization and data transformation into knowledge

SALARY/PAY SCALE INFORMATION

Includes locality and applicable pay rates effective Jan. 2002

Special Salary Rate (Worldwide)
Engineers -- General Schedule
Series 801, 803, 804, 806, 807, 808, 810, 819, 830, 858, 861, 871, 890, 892, 893, 894, 896

(1)

	(Step 10)
GS-7 (BS)	$ 45,066
GS-9 (MS)	$ 55,115
GS-11 (PhD)	$ 59,741

Special Salary Rate (Worldwide)
Engineers -- Electrical, Electronics, Computer Series 850, 855

(2)

	(Step 10)
GS-7 (BS)	$ 45,066
GS-9 (MS)	$ 55,115
GS-11 (PhD)	$ 61,130

Special Salary Rate for IT Professionals
Computer Specialists 334, Computer Engineers 854, Computer Science Specialists 1550

(3)

GSFC

	(Step 10)
GS-7 (BS)	$ 49,430
GS-9 (MS)	$ 58,218
GS-11 (PhD)	$ 65,022

WFF

	(Step 10)
GS-7 (BS)	$ 48,698
GS-9 (MS)	$ 58,218
GS-11 (PhD)	$ 63,938

General Schedule (Prof. Admin) for Metro WashDC

(4)

	(Step 1)	(Step 10)
GS-7 (BS)	$ 31,397	$ 40,818
GS-9 (MS)	$ 38,406	$ 49,924
GS-11 (PhD)	$ 46,469	$ 60,405

CO-OP PROGRAM

(5)

	(Step 1)	
GS-4 (Soph)	$ 22,655	
GS-5 (Junior)	$ 25,347	
GS-6 (Senior)	$ 28,253	
GS-7 (BS)	$ 36,615	(Sp Rate)
GS-9 (1 yr MS)	$ 44,783	(Sp Rate)

RESUME REFERRAL FORM

Instructions:

1. As a Team, separate the resumes by discipline (as noted below), referring only those resumes that will meet AETD needs
   - ♦ List names below
   - ♦ Asterisks those that are excellent candidates--"top picks"
   - ♦ Identify which Eng Center might have interest in the student (only if knowledgeable)
   - ♦ Provide a summary of the diversity of the pool of candidates
2. Select a Team Lead to do the following no later than 1 week after the event:
   - ♦ E-mail the completed form to Sandy.Hare@gsfc.nasa.gov
   - ♦ Hand carry the original resumes to Sandy in Building 11/Room S216 to be posted on the Resume Referral Web site
   - ♦ Prompt mail a copy of the form and resumes to Chris Beidel/113 (including those that are not referable)

School or Event:
Date of Recruiting Event:
Team Members and Phone Numbers:

Referrals by Discipline

Aerospace Engineering:

Chemical Engineering:

Computer Engineering:

Computer Science:

Electrical Engineering:

Materials Engineering:

Mathematics:

Mechanical Engineering:

Physics:

Other (please identify discipline):

Diversity of the Pool of Candidates (Numbers)

African American Males:
African American Females:
Asian/Pacific Islander Males:
Asian/Pacific Islander Females:
Hispanic Males:
Hispanic Females:
Native American Males:
Native American Females:
Non-Minority Males:
Non-Minority Females:
People with Disabilities:
Undetermined:

1/26/01

CAMPUS INTERVIEW/EVALUATION FORM

Instructions:
1. Use a separate form for each candidate's resume and attach to resume.
2. Rate the candidate using the scale of 1-5 (with 1 being poor and 5 being outstanding) and support your rating with comments in the space provided. When finished, total all the scores and place the total in the box in the lower right corner.

Student's Name:

University/College: **Date of Recruiting Event:**

Major: **Overall GPA**:

Degree: BA/BS **MS** **MBA**: **PhD**:

US Citizen: Yes **No**

Expected Date of Graduation: **Earliest Available Date**:

Evaluation

1. **Goals and Job Interests** **1 2 3 4 5**
   (motivation, short and long term goals, interest in the job, reasons for applying)
   Comments:

2. **College Experiences** **1 2 3 4 5**
   (relevant academic courses, seminars, projects, level of commitment, discipline, memberships and/or offices held in school activities relevant to job, requisite educational requirements)
   Comments:

3. **Work Experiences** **1 2 3 4 5**
   (candidate's involvement in work that is similar to job requirements, strengths, weaknesses, accomplishments)
   Comments:

4. **Personal Characteristics** **1 2 3 4 5**
   (enthusiasm, self-confidence, mental alertness, communication skills, poise, maturity)
   Comments:

Overall Rating for the Candidate

Recommend for Hire:

Recommend for Further Consideration:

Do Not Recommend:

Interviewer: **Telephone:**

Revised 11/02/00

FOLLOW UP MEMO TO CANDIDATE

113

Student Name
Student Address
City, State, ZIP

Dear Student:

On behalf of the Goddard Space Flight Center (GSFC), I'd like to take this opportunity to thank you for visiting with a GSFC Representative.

We value your interest in working at GSFC and hope that together, we can identify a meaningful and challenging work assignment.

What can you expect next? Information about our recruitment efforts can be found at http://gsfcrecruit.gsfc.nasa.gov. Additionally, you can submit your resume online and apply for specific vacancy announcements by using our Staffing and Recruitment System at http://resume.nasa.gov. You are strongly encouraged to view and submit an application for those vacancies for which you consider yourself qualified. Our goal is to identify and extend offers to ideal candidates at the earliest possible opportunity. During this time, one of our managers may contact you to further discuss your career interests and availability.

If you have further questions about NASA, GSFC or anything that was not covered during our visit, please contact me at _____. Thank you again for your interest in NASA and we hope that you continue to look to GSFC for meeting your career goals.

Sincerely,

YOUR NAME
Your Title

EVENT LOGISTICS